

CALIFORNIA
ENVIRONMENTAL
PROTECTION AGENCY
OFFICE OF THE
SECRETARY

DEPARTMENTAL PROMOTIONAL EXAMINATION FOR CALIFORNIA STATE EMPLOYEES

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

MAILING MACHINES OPERATOR I – EXAM CODE: 4AR02-01 MAILING MACHINES OPERATOR II – EXAM CODE: 4AR02-02

HOW TO APPLY

Applications must be submitted:

By Mail
AIR RESOURCES BOARD
Examination & Recruitment Unit

Attention: Steve Volpicelli P.O. Box 2815 Sacramento, CA 95812 In-Person AIR RESOURCES BOARD

Examination & Recruitment Unit Attention: Steve Volpicelli 1001 I Street, 20th Floor, Rm #20-34 Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CaIHR)

If you need reasonable accommodation and require special testing arrangements, mark the appropriate box on Question #2 of the Examination/Employment Application (STD. 678). You will be contacted to make specific arrangements.

FINAL FILING DATE: MARCH 25, 2014

If sent by mail, applications must be **POSTMARKED** no later than the Final Filing Date. If personally delivered or sent via interagency mail, applications **must be received by the Examination Unit by 5:00 pm (close-of-business)** on the Final Filing Date. Applications postmarked, personally delivered, or received via interagency mail after the Final Filing Date will **NOT** be accepted for any reason.

CROSS-FILING INFORMATION: If you meet the entrance requirements for Mailing Machines Operator I and Mailing Machines Operator II, you may file for both examinations on a single application. However, you must list BOTH examination titles on the Examination/Employment Application (STD. 678).

MAILING MACHINES OPERATOR I SALARY RANGE: A: \$2,280 - \$2,853

B: \$2,468 - \$3,088

MAILING MACHINES OPERATOR II SALARY RANGE: \$2,649 - \$3,312

ALTERNATE RANGE CRITERIA FOR MAILING MACHINES OPERATOR I Range A. This range shall apply to those incumbents who do not meet the criteria for payment at Range B.

Range B. This range shall apply to those incumbents who have completed a minimum of 12 months of experience as a Mailing Machines Operator, Range A, or have completed three years of experience operating a variety of mailing machines in the processing of outgoing United States mail.

WHO SHOULD APPLY

Applicants must have a permanent civil service appointment with the California Environmental Protection Agency, Office of the Secretary (currently or within the past three years of the Final Filing Date) or qualify under the provisions of Government Code Section 18990, 18991, or 18992 listed below:

- Must be a current or former employee of the Legislature with two or more consecutive years as defined in Government Code Section 18990; OR
- Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years as defined in Government Code Section 18992: OR

3. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991. NOTE: Applicants applying under Government Code Section 18991 must provide documentation of retirement or honorable discharge from the United States Military.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the Final Filing Date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS FOR MAILING MACHINES OPERATOR I

EITHER I

Completion of a formal work experience training program in machines operations, such as those offered under the Manpower Development Training Act (MDTA), the Job Corps, the Neighborhood Youth Corps, the Concentrated Employment Program (CEP), the Work Incentive Program (WIN), or similar programs operated by State, Federal or local agencies.

OR II

One year of experience performing clerical duties related to outgoing mail functions in the California state service at a level of responsibility equivalent to that of Office Assistant I (General).

<u>OR III</u>

One year of experience operating a variety of mailing machines in the processing of outgoing United States mail.

MINIMUM QUALIFICATIONS FOR MAILING MACHINES OPERATOR II

EITHER I

One year of experience in the California state service performing the duties of a Mailing Machines Operator I, Range B.

<u>OR II</u>

Three years of experience operating a variety of mailing machines in the processing of outgoing United States mail. (Experience in the California state service must include one year of performing the duties of a Mailing Machines Operator I, Range B.)

SPECIAL PERSONAL CHARACTERISTICS FOR MAILING MACHINES OPERATOR I AND MAILING MACHINES OPERATOR II

A mechanical aptitude and interest in machinery; neatness; orderliness; alertness; manual dexterity; a willingness to follow a prescribed routine; ability to stand for long periods of time and work in noisy surroundings, and good eyesight.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

MAILING MACHINES OPERATOR I – EXAM CODE: 4AR02-01 CK03/1779 BULLETIN RELEASE DATE: MARCH 11, 2014
MAILING MACHINES OPERATOR II – EXAM CODE: 4AR02-02 CK04/1780 FINAL FILING DATE: MARCH 25, 2014

MAILING MACHINES OPERATOR I – EXAM CODE: 4AR02-01 MAILING MACHINES OPERATOR II – EXAM CODE: 4AR02-02 (DEPARTMENTAL/PROMOTIONAL)

THE POSITION

Mailing Machines Operator I

The Mailing Machines Operator I is the entry, learning and full working level for the series. Under close supervision and in accordance with established procedures, incumbents perform increasingly difficult duties related to the processing of large volumes of outgoing United States and other carrier mail; learn to operate the machinery required in the work; and perform other related work. Incumbents may perform in a lead capacity assisting subordinate clerical employees.

Mailing Machines Operator II

The Mailing Machines Operator II is the mailing machine expert/specialist level in the series. Under general direction incumbents operate on a full-time basis the most complex multi-function machinery; may also act as a lead person over a small group of Mailing Machines Operators and clericals where the size of the work unit precludes allocation of a supervisory level within this series.

The resulting eligible lists will be used to fill vacancies in Sacramento.

EXAMINATION INFORMATION

This examination will utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is **especially important** that each candidate take special care in accurately and completely filling out their application. List **all** experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. When completing the application include "to" and "from" dates (month/day/year), time base, civil service class titles and/or job titles from the private sector, relevant college or trade school education, certificates, licenses, etc., name(s) or institution(s) and completion dates. **Please read the "Requirements for Admittance to the Examination" carefully** to see what kind of information will be useful to the staff doing the evaluation.

To obtain a position on the eligible list(s), a minimum rating of 70% must be attained.

EDUCATION AND EXPERIENCE EXAMINATION - WEIGHTED 100%

MAILING MACHINES OPERATOR I MAILING MACHINES OPERATOR II

SCOPE

Knowledge of:

- 1. Computer software programs (e.g., Word, Excel, Outlook, Access).
- 2. Applicable United States Postal Service (USPS) rules and regulations.

3. USPS postal rates.

- Basic mail room equipment operation (e.g., scales, mail meter machine).
- The USPS website to research applicable information regarding mail services and supplies.

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Ability to:

- . Use good judgment while interacting with outside vendors, coworkers, and staff/customers from other Boards, Departments, and Offices (BDO).
- 2. Obtain and keep a California driver's license.
- 3. Read a map to deliver mail to mailstops.
- 4. Navigate while traveling to reach various locations throughout the greater Sacramento area.
- 5. Work independently.
- 6. Communicate in a verbal manner to convey information effectively.
- 7. Communicate in a written format to convey information effectively.
- 8. Engage in active listening.
- Follow written and verbal directions.
- 10. Organize workloads.
- 11. Manage deadlines to deliver products or services in a timely manner.
- 12. Be flexible to changes/interruptions in duties, assignments and projects.

MAILING MACHINES OPERATOR II - ALL OF THE ABOVE AND:

Knowledge of:

- 1. Basic and advanced mail room equipment operation (e.g., scales, mailing machine, metering machine, folding/inserting machine, labeling machine).
- 2. Health and Safety laws to ensure a safe work environment.
- Personnel concépts (e.g., team building, problem solving, training) to provide effective leadership and promote a productive teamwork environment.
- California Environmental Protection Agency, Office of the Secretary's (Cal/EPA) administrative policies and procedures (e.g., Sexual Harassment Prevention, Violence in the Workplace).
- 5. Computer postal program (i.e., Pitney Bowes Smart Mailer program).

Ability to:

- Coordinate and communicate work activities with internal and external customers to ensure success of Cal/EPA programs.
- Assess timelines and resources to convey realistic deadlines to customers and upper management.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the California Environmental Protection Agency, Office of the Secretary. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS PREFERENCE CREDIT <u>and</u> **CAREER CREDITS** are not granted in promotional examinations.

GENERAL INFORMATION

"The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our web-site at www.arb.ca.gov."

For an examination without a written feature, it is the candidate's responsibility to contact the Air Resources Board Examination Analyst, Steve Volpicelli, at (916) 324-8893 or svolpice@arb.ca.gov three weeks after the Final Filing Date if he/she has not received a progress notice.

Applications are available at the CalHR website at http://jobs.ca.gov/Profile/StateApplication, local offices of the Employment Development Department, and the California Air Resources Board website at http://www.arb.ca.gov/personnel/jobs/examvacepa.htm.

The California Environmental Protection Agency, Office of the Secretary reserves the right to revise the examination plan to better meet the needs of the Agency. If circumstances change under which the examination was planned, such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examinations, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the information counter of CalHR offices or http://www.calhr.ca.gov.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

